Filed 04/12/2006

IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF DELAWARE

Kevin Brathwaite,)
Plaintiff,)
v.) C.A. No. 04-1542-GMS
Thomas Carroll, Warden, et al.,) Trial by Jury Demanded
Defendants.)

AFFIDAVIT OF CATHERINE MALAY

- I, Catherine Malay, having been duly sworn according to the law do hereby depose and say the following:
- I have been employed by the Department of Correction since December of
 Currently I am the Administrative Specialist I, for the Legal Services
 Administrator at the Delaware Correctional Center(DCC). I have held this position since
 September of 2004.
- 2. My official duty with regard to the Hearing Office in 2004 was to perform data entry. I did not have decision making power in the Hearing Office processes.
- 3. The Hearing Office staff submitted their daily Disciplinary Hearing documentation to my office. Upon receipt of the documents I would date stamp the hearing paperwork and check the documentation to determine if the inmate was requesting an appeal. If the inmate checked the area for appeal, I would place the documents in a tickler file for 72 hours. If the inmate failed to file the required Appeal document within the 72 hours I would wait for an additional 3 to 5 days allowing time for the institutional mail system to deliver the paperwork. If I received the appeal paperwork

Case 1:04-cv-01542-GMS Document 68-12 Filed 04/12/2006 Page 2 of 2

the Hearing Officer's decision into the computer system.

4. The Hearing Officers began performing the data entry function on March 2005.

5. I make the foregoing statements based upon my personal knowledge and information and experience as the Administrative Assistant I to the Legal Services Administrator.

Catherine Malay

Catherine Malay

SWORN TO AND SUBSCRIBED before me this, day of April,

2006.